

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.		·							
TOT AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE								
Application Date	Department of Education	Application Number	•							
	Office of Administrative Services	82-	82-91							
Application Number	Facilities and Transportation Division	Date Received	Date Completed							
	Atlanta, Georgia 30334	MAY 6 1982	MAY 1 9 1982							
2. Person to Contact	Working Title	Telephone Number								
Beverly Drake	Principal Secretary	656-2440								
3. Action Requested a. D Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated.										
c. Amend Application No. Check One: Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different)										
Earliest Latest	of recovery devices the front of the day in order, it as	,	5. ·							
Present	Facilities and Transportation Division	General Admin	istrative Files							
6. Division and Office Function	n What is the function of the Division and the Office in	which this record seri	es is created?							
and transportation needs of the 187 school systems and for securing adequate financial support to satisfy these needs. The Division assists local school systems with the development of local facility plans and with the development of school bus transportation routes. It provides for the equitable distribution of state capital outlay funds and the distribution of state funds necessary to transport students to and from school. These services are provided through the Division Director, a Facilities Section staff of 13 and a Pupil Transportation Section staff of 9.										
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7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.										
Documents relating to: providing information for operation of division office, Facilities Section office, Pupil Transportation Section office within the Department and with other state agencies, organizations, and individuals. Included are: correspondence, memoranda, plans, schedules, policies, goals, laws, etc., concerning all areas of responsibility.										
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File is arranged: alpha	betically by subject.									
8. Monthly Reference Rate	How often are records referred to which are:		<u>.e</u>							
One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;										
1 twenty-five months and older? 9. Annual Rate of Accumulation of Records										
Letter-size drawers	Letter-size drawers; Legal-size drawers; Shelves; Other (specify)									
AR-50-71; Rev. 76 (Over)										

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YES	NO	10. Questionnaire		" in the proper co	lumn)			•		
Х		a. Is this the official copy of the series? If not, where is it?								
	Х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
	X	c. Is this a vital record?								
	X	d. Does this series have historical or long term research value?								
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?								
	Х	f. Is the information contained in this series ever published? If yes, attach copy.								
	Х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.								
	Х	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?								
	Χ	i. Is this series (o	r a major portic	on of it) regularly	microfilme	d?				
	X		<u>d series result in </u>	a computer print	out?					
11.	Retent	tion Requirements	Th	e following require	es the serie:	s to be kept:		•		
	a. Sta	te Law		years.	ď.	Audit period	·	years.		
		tute of limitation		years.		Administrative need	1-5	years.		
	c. Fed	ieral law		years.	f.	Federal retention instruction	ns	years.		
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	These	instructions apply to	all prior and fi	uture accumulation	As of the se	ries.		:		
Agen	çy He	ad/Designee (Signat	ture)	Date	Records I	Anagement Officer (Signat	ure)	Date		
	U	eman Cu	b	5/4/82	Wal	ker L. Baring	andre	5/4/82		
,					s	tate Records Committee (\$	gnature)	Date		
graph	12 ar	dations in para- e approved.	State Aud	itor/Designee	h	M Jul		5-18-82		
	isappro planat	oved, attach letter ion.)		te/Designee	Car	roll Hart		5-17-82		
			Attorney G	eneral/Designee	مرو			2460		
AR-50)-71;	Rev. 76			everye Side)	<u> </u>	2	17-0		